

Vacancy Announcement

Announcement #	438-09047	Position	Training Instructor		
PayPlan	GS	Series	1712		
TargetGrade	7	Target PD		Pay Range	\$36,822 - \$47,864
Dev Grade	5	Dev PD		Dev Pay Range	\$29,726 - \$38,639
1st Dev Grade		1st Dev PD		1st Dev Pay Range	
Opens	12/24/08	Closes	01/16/09	Openings	1
Tour of Duty, etc	Full Time				
Special Comments	The procedures outlined in AFGE Master Agreement, Article 56 will be followed.				
Service	Chief of Staff				
Section					

Area/Consideration VA employees, Veteran eligibles, Status applicants

Duty Site Sioux Falls, SD

Major Duties The incumbent provide new employee training which is inclusive of automated software packages (VISTA and CPRS), and software programs (Outlook, Word, Excel, Power Point). Provide training/instruction to all Sioux Falls Department of Veteran Affairs employees regarding scheduling, consult tracking, electronic wait list, and functions of Patient Services Assistants and Medical Support Assistants.

Develops and administers training and orientation activities. Develops scheduling course work and makes modifications depending on the target group, adapting well-established programs. Obtains and adapts current instructional material, working within a prescribed course framework. Provides status reports to management regarding the usage and effectiveness of the training and participates in training program planning.

Conducts studies and analyses regarding subject matter areas to ensure proper instruction and needs are met. Independently gathers relevant information, analyzes pertinent data, develops findings, evaluates course planning for validity and reliability, and makes recommendations that are largely modeled on precedents.

Manages documentation and academic records for the training participants. Performs clerical or technical duties associated with developing, revising, maintaining, and/or instructing training courses.

Develops and maintains procedure and protocol manuals related to scheduling-specific job duties. Identifies and recommends ways of eliminating, combining, simplifying, or improving procedures and processes.

Schedules and coordinates support needed including equipment, manpower, and transportation necessary to support instruction. Maintains training course material library consisting of modules, test materials, handouts, audio-visual tapes and equipment necessary to provide instruction. Performs duties associated with instructing courses, administering examinations, and/or student counseling.

Educates employees utilizing courses in a program of instruction covering a wide variety of topics in well-established areas of a subject matter field. Responsible for courses covering technical systems or subject matter areas and utilizes a wide range of teaching methods or tools, depending on the students' learning requirements. Courses are well

structured and have ample training materials. Responsible for adapting or revising courses, as needed because of subject matter or in order to reach and motivate students who may pose typical problems of communication and motivation.

Conducts training evolutions on software package updates (VISTA), including latest patches, newest patches, and any development effecting business within the designated service.

Time In Grade

Qualifications

Applicants must have demonstrated that they have a sufficient level of knowledge, skills and/or abilities listed in Duties and Responsibilities and must possess the required competence to be rated eligible for consideration.

GS-5: Applicants must possess one (1) year of specialized experience equivalent to the GS-4 level to qualify for the GS-5 level OR four (4) years education above the high school level.

GS-7: Applicants must possess one year of specialized experience equivalent to the GS-5 grade level OR one (1) full year of graduate level education OR superior academic achievement.

Specialized Experience: Experience that demonstrated a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying specialized experience include: Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s). Supervising or administering a training program. Development or review of training/course materials, aids, devices, etc., and evaluation of training results. Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.

General Experience: Experience that provided evidence of the ability to instruct students in the use of equipment, principles, or practices of the subject or occupation. This experience may have been gained as a teacher or instructor; in on-the-job supervision or instruction of subordinates or fellow workers; or in work involving application of the principles, practices, and techniques of the occupation or subject-matter field of the position to be filled.

SUPERIOR ACADEMIC ACHIEVEMENT is one of the following 1.) Class standing in the upper third of the graduating class based on completed courses, or 2.) Grade point average of 3.0 or higher out of a possible 4.0 as recorded on the official transcript or computed based on 4 years of education or courses completed during the last 2 years of the curriculum, or 3.) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses completed in the major field completed during the final 2 years of the curriculum.

The complete OPM Qualifications Standard Handbook defining the general and specialized experience as well as the provisions to substitute education for experience is available for review in the Human Resources Management Service.

Rating Factors

KSAO #1: Ability to clearly and concisely communicate orally and/or in writing with a variety of people of different backgrounds, cultures and nationalities. This includes the ability to work with patients, co-workers, and professionals in different settings and provide instructions to patients and other individuals. This includes dealing effectively with people on a one-to-one basis.

KSAO #2: Ability to organize office procedures to ensure proper workflow including maintaining schedules and controlling reporting systems. Ability to prioritize duties and adjust daily work schedule. This includes the ability to work under stressful conditions and the ability to complete tasks in a timely, accurate manner.

KSAO #3: Knowledge of computer software programs and ability to operate personal computer programs to enter and extract pertinent information from medical and administrative records.

This includes the Veterans Health Administration Information Systems Technology Architecture (VISTA), Excel, PowerPoint, Microsoft Word, etc.

KSAO #4 Knowledge of rule, procedures, operating regulations in training development.

KSAO#5 Ability to recognize difference and adjust course materials and program objectives based upon the needs of individuals and groups from diverse backgrounds and varying levels of education, skills, and work experiences.

Application Process Applicants must submit an application package consisting of:

- OF 612, "Optional Application for Federal Employment" and/or resume
- OF 306, "Declaration for Federal Employment"
- Copy of latest performance evaluation
- Copy of most recent SF 50, Notification of Personnel Action
- Rating Factor (KSA) narrative. Failure to provide this information will deem the applicant ineligible for consideration for the position
- If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a copy of ALL DD-214's and a SF-15 (if 10 point preference is claimed) with current (dated within the last 12 months) proof of a service-connected disability.
- References: Provide name, address, phone and relationship for three to four references

The application package to be post marked no later than 01/16/2009. Mail application packages to: VA Medical Center, Human Resources Office (05), 2501 West 22nd Street, Sioux Falls, SD 57105.

If you have questions, please contact Patricia Hinzman, HR Specialist, at 605-336-3230 Ext. 5916 or Patricia.Hinzman@va.gov

EQUAL EMPLOYMENT: All applicants will receive consideration without discrimination for such reasons as race, color, religion, national origin, sex, lawful political affiliation, marital status, non-disqualifying physical or mental handicap, age, or membership or non-membership in a labor organization.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in-processing.